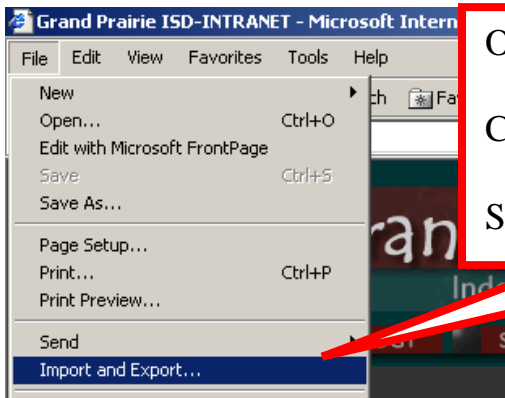


Export (Backup) your Favorites (Bookmarks)

Why:

- You won't lose them if you go to another school. Next year, you can import these back onto your new computer.
- You can also send these bookmarks as an email attachment so you can Import these on your home computer and for a back up.
 - Simply open a new email, add an attachment and navigate to the bookmark file you just created.



Open **Internet Explorer**

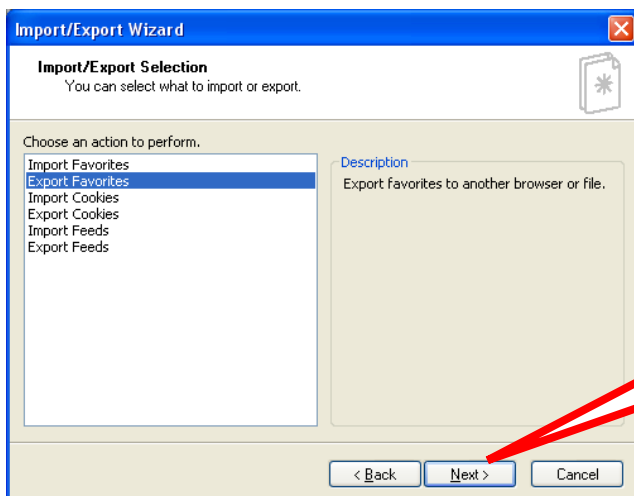
Click on **File** in the menu bar.

Select **Import and Export**



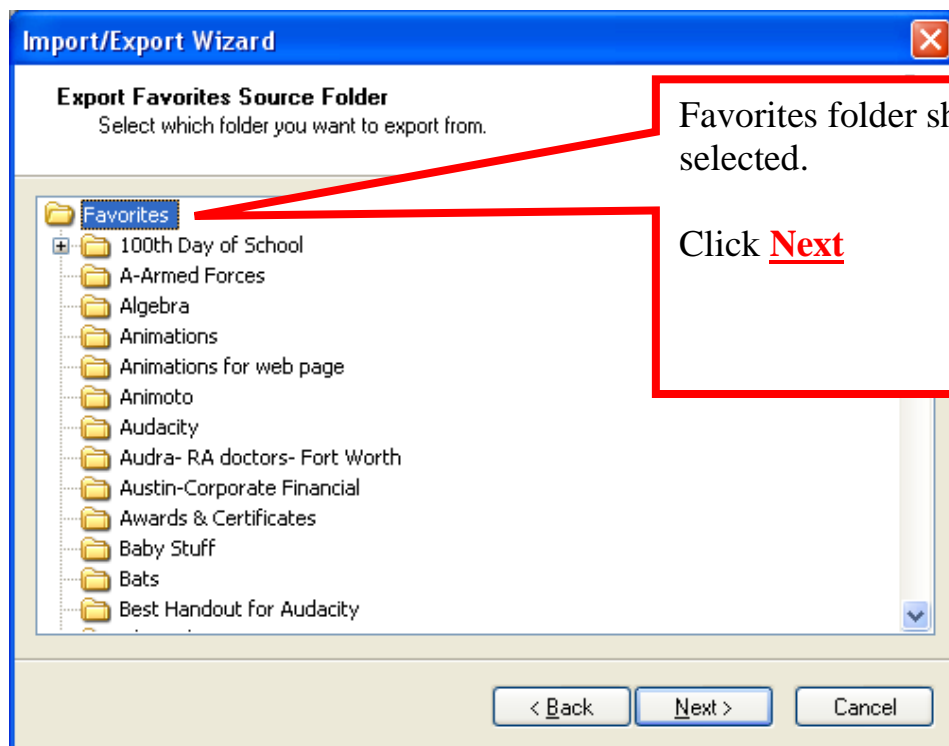
The **Import/Export Wizard** will open.

Click Next.



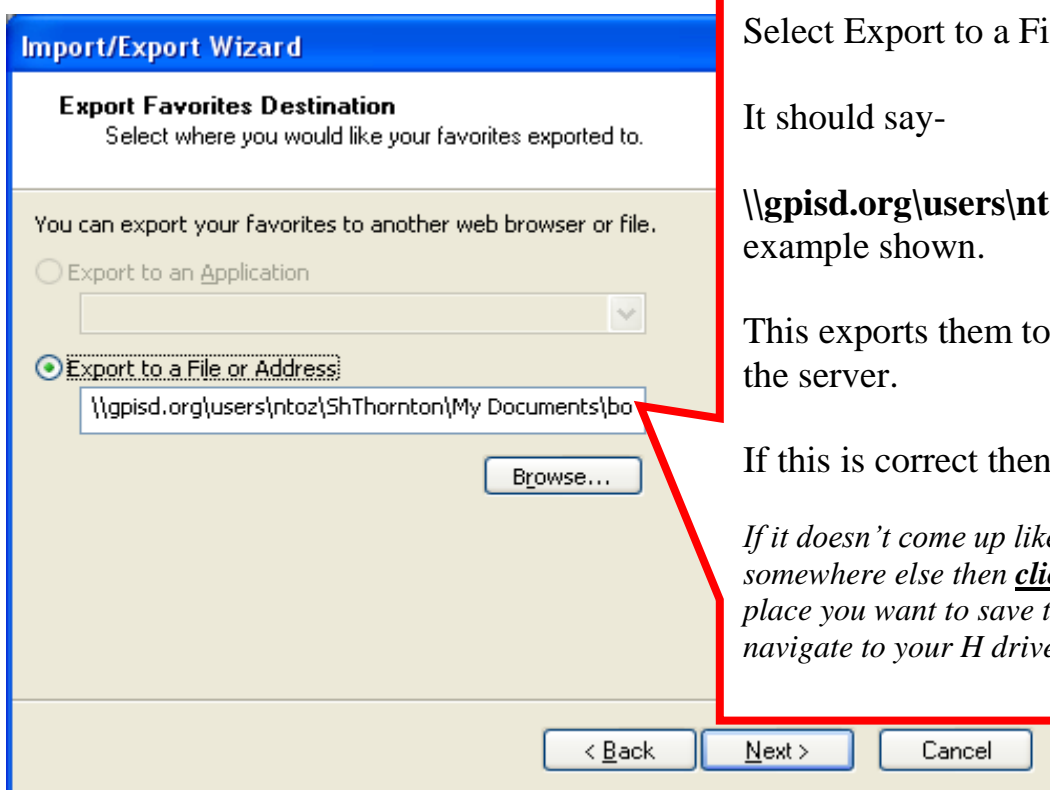
Select Export Favorites.

Click Next.



Favorites folder should be automatically selected.

Click Next



Select Export to a File or Address

It should say-

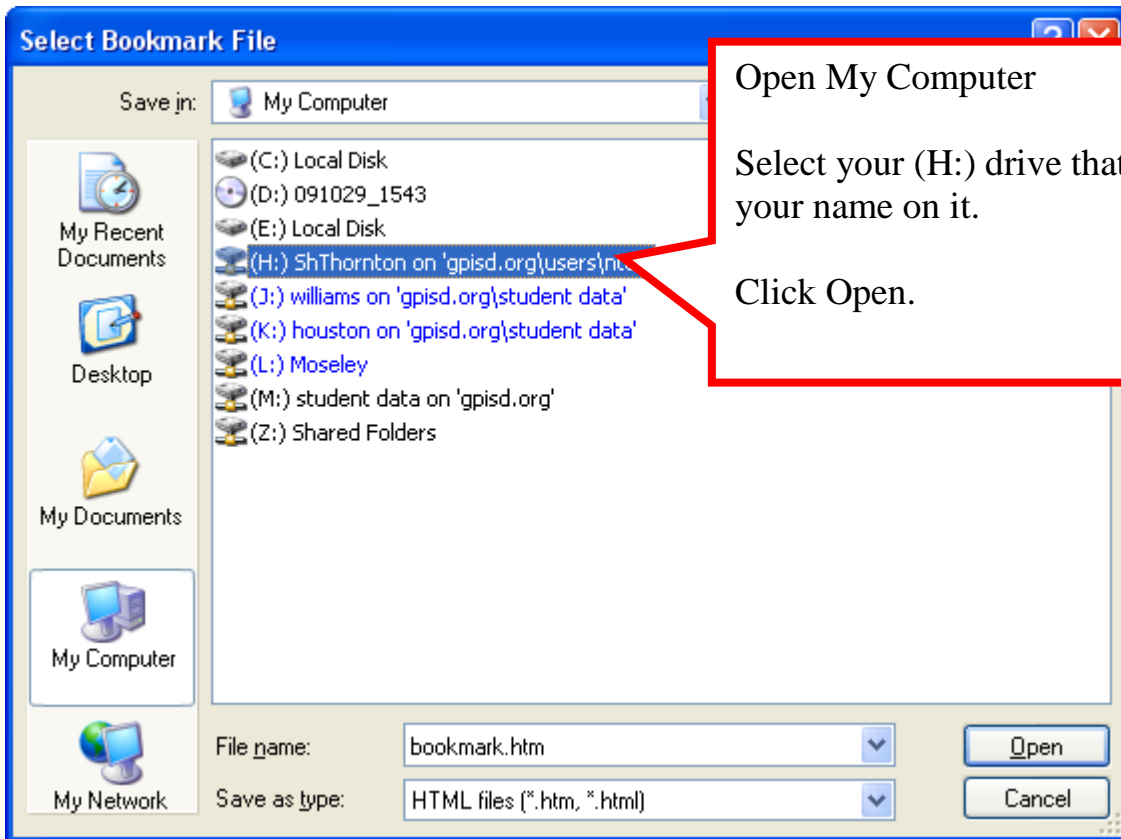
\\gpsid.org\users\ntoz\your username like the example shown.

This exports them to your H Drive Documents on the server.

If this is correct then **click next** and **skip to page 4**.

*If it doesn't come up like this or you want to save them somewhere else then **click on Browse** and navigate to the place you want to save these. (Follow the steps below to navigate to your H drive documents.)*

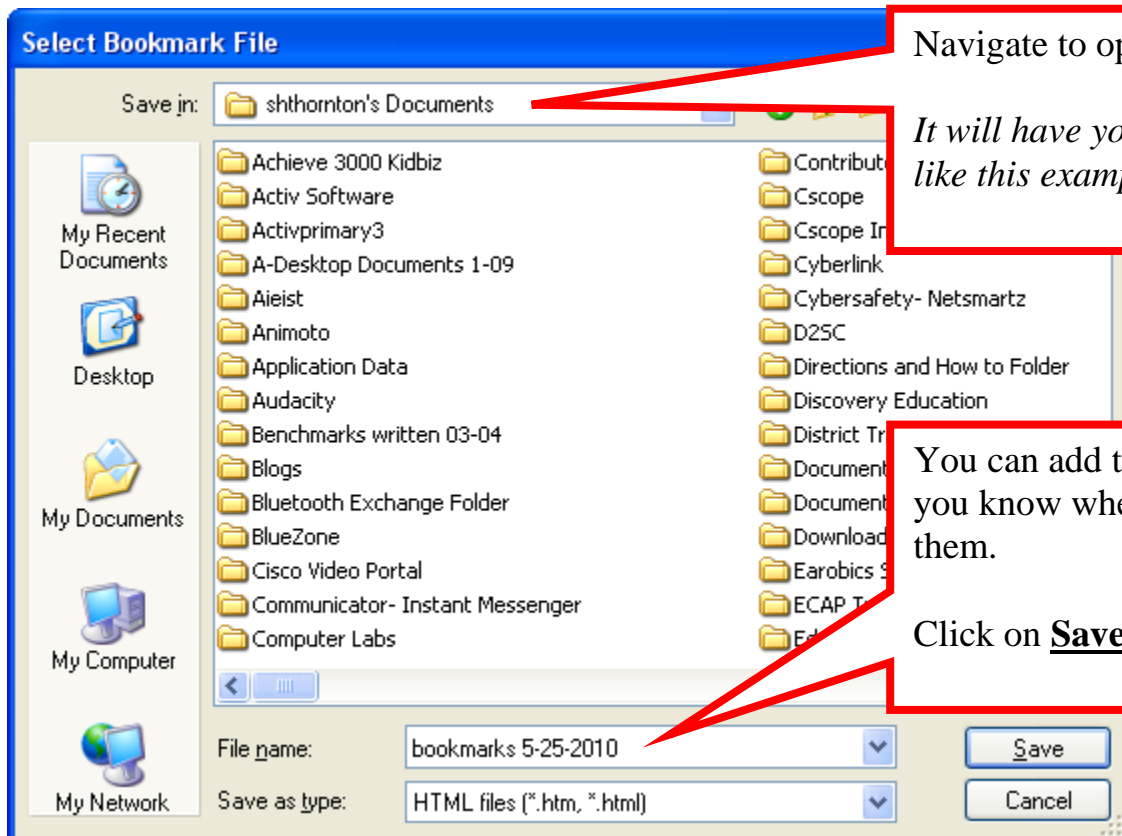
***If it doesn't come up to your H drive follow these directions after clicking on browse.*



Open My Computer

Select your (H:) drive that has your name on it.

Click Open.

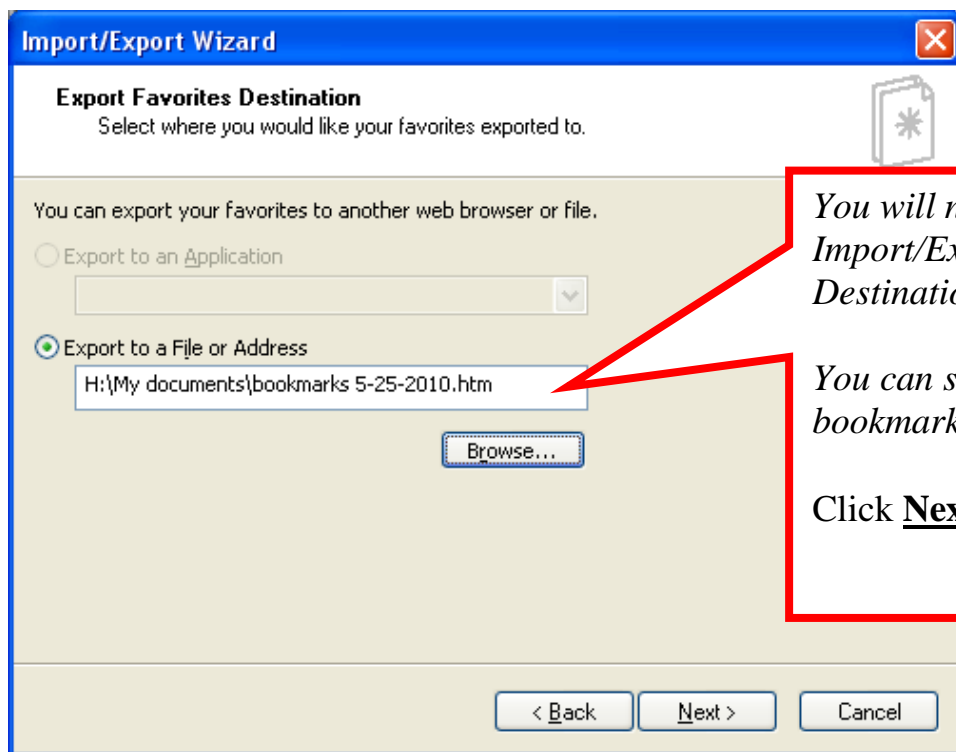


Navigate to open your documents.

It will have your name at the top like this example.

You can add the date at the end so you know when you exported them.

Click on **Save**



You will now be back to the Import/Export Favorites Destination screen.

You can see the path where you bookmarks will be saved.

Click **Next**



Click on **Finish**

It will take a few minutes- depending on how many bookmarks you are exporting.

It will tell you when it's through exporting. Just click **OK**.



- **Now next year you can import these back in again on your new computer.**
- You can also send these bookmarks as an email attachment so you can Import these on your home computer and for a back up.
 - Simply open a new email, add an attachment and navigate to the bookmark file you just created.